

Embassy of the United States of America

American Citizen Services
24 Grosvenor Square
London, W1A 2LQ

HOW TO APPLY FOR A CRIMINAL RECORDS CHECK

U.S. citizens may be asked to present a "certificate of good conduct" or "lack of a criminal record" for a variety of reasons for use abroad or in the United States, including adoption, school attendance, employment, etc. There are a variety of options available to U.S. citizens seeking to obtain proof of their lack of a criminal record, either at home or overseas.

The U.S. Embassy cannot provide criminal records information for individuals who have visited or resided in the United States or for American citizens who have visited or resided in the United Kingdom.

To apply for a criminal records check for time you have spent in the United States, see the Federal Bureau of Investigation website at: www.fbi.gov

To apply for a criminal records check for time you have spent in the United Kingdom, see the Metropolitan Police website at: www.met.police.uk

Criminal Records Check Procedures in the United States

LOCAL POLICE CHECK: Contact the local police department where you reside or last resided in the United States to request that the police conduct a criminal records search and provide you with a document reflecting that there is no history of a criminal record. Local police departments may require your personal appearance in order to conduct the search. Your local police department can phrase this in whatever way it deems appropriate. The document should then be authenticated for use abroad following our guidance on authentication or legalization of documents (http://london.usembassy.gov/cons_new/acs/scs/hague.html).

FBI RECORDS CHECK: The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI) centralizes criminal justice information and provides accurate and timely information and services to local, state, federal, and international law enforcement agencies, the private sector, academia, and other government agencies. The subject of an identification record may obtain a copy thereof by submitting a written request to the CJIS. The request must be accompanied by satisfactory proof of identity (consisting of name, date and place of birth, and a set of roll-linked fingerprint impressions) and a certified check or money order for the processing fee. The FBI will not provide copies of arrest records to individuals other than the subject of the record.

GETTING YOUR FINGERPRINTS TAKEN: U.S. citizens should be able to obtain fingerprint cards from their local police departments. U.S. embassies and consulates do not generally provide this service. (*Note: The U.S. Embassy in London does not provide this service. You may contact the National Fingerprint Centre at New Scotland Yard for assistance* (http://www.met.police.uk/scd/specialist_units/fingerprint_services.htm).

AUTHENTICATION OF POLICE OR FBI CERTIFICATES OF LACK OF A CRIMINAL RECORD: Documents required for use abroad may require additional authentication after you obtain the local police seal or FBI certificate. See our guidance on authentication or legalization of documents (http://travel.state.gov/family/abduction/hague_issues/hague_issues_562.html).

Criminal Records Check Procedures in the United Kingdom

Criminal record checks in the United Kingdom are conducted by the Criminal Records Bureau (CRB), an executive agency of the UK Home Office. Either you or your prospective employer will need to contact the CRB to obtain these records.

LEVELS OF CRB CHECK: A **standard CRB check** may be required for people working with children or vulnerable adults or working in an area with access to them. An **enhanced CRB check** may be needed for people whose job requires them to regularly care for, supervise, or be in sole charge of children or vulnerable adults. The organization or employer who asked you to apply for the CRB will tell you which level of check is required.

HOW TO APPLY FOR A CRB CHECK: There are two ways to apply for a CRB check:

- 1) Call the disclosure application line at 087090 90844
- 2) Fill out the paper application given to you by the person who asked you to apply

A booklet on how to complete the application form can be found at <http://www.crb.gov.uk/pdf/crb11%20guidance.pdf>.